

**City of Newton
Job Posting**

Position Title: ELECTIONS COORDINATOR

Department: City Clerk

Salary Range: \$39,977-\$42,412

Grade: S05, AFSCME, Local 3092
Members

Department Head: David Olson, City Clerk

Date of Notice: April 7, 2015

Posting: External

Position Responsibilities:

Coordinates and undertakes tasks associated with Federal, State and Municipal Elections conducted in the City of Newton. Works with vendors and city departments to schedule and set up polling locations for each election. Recruits, hires and schedules Poll Worker's to cover each election. Assists with all aspects of the election process. Processes mailed inquiries and requests for census and elections related material, and answers telephones. Understands and can undertake all of the functions of the City Clerk's Office including: Vital Records, Burial Permits, Elections, Annual Census, Dog Licensing, Business Records, Public Records Law, Open Meeting Law and Conflict of Interest Law and regulations in order to effectively assist citizens, board and commission members and city staff on the telephone, via e-mail and at the office counter.

Qualifications: Associates and one to three years of related experience and/or training or equivalent combination of education and experience. Knowledge of recording and office procedures and the operation of office equipment such as personal computers and computer software, data processing and/or word processing. Individuals must be a Massachusetts Notaries Public and a Commissioner to Qualify Public Officials within three months of employment and must maintain those designations while employed.

Individuals interested in the above position should email a resume to resumes@newtonma.gov

The City of Newton is an Equal Employment/Affirmative Action Employer.